



**TOWN of FOUNTAIN HILLS  
COMMUNITY SERVICES DEPARTMENT  
FACILITY USE REQUEST**

16705 East Avenue of the Fountains ~ Fountain Hills, AZ 85268  
Telephone (480) 816-5151 ~ Fax (480) 837-3145  
E-mail: [Parksrec@fh.az.gov](mailto:Parksrec@fh.az.gov) ~ Website: [www.fh.az.gov](http://www.fh.az.gov)

Park or Facility Requested		Specific Location Requested	
Use Date(s)		Hours (include set-up and take-down)	
		FROM TO	
Event Planned		No. Attending	
Responsible Party / Organization or Group		Email:	
Address, City, State & Zip Code		Phone Numbers Home: Cell:	

Will there be an admission fee, donations taken, tickets sold, or items or services sold?

☐ YES ☐ NO If YES, explain \_\_\_\_\_

Will there be any large equipment or animals brought into park premises (i.e. tables, stage, trailers, inflatable bouncy equipment, petting zoos, other)? If so, please provide the Town with a Certificate of Insurance for the vendor providing services. The Certificate of Insurance should list the Town of Fountain Hills as additional insured and the date of the event.

☐ YES ☐ NO If YES, explain \_\_\_\_\_

Will vendors be used? (i.e. caterer, band, other) ☐ YES ☐ NO If YES, explain \_\_\_\_\_

Will alcohol be served or sold? ☐ YES ☐ NO

**I have read, understood, and agreed to abide by the Town of FOUNTAIN HILLS Park Rules outlined on the reverse side. Additionally, I understand the reserved area will be left clean and damage free once the reservation is completed.**

**SIGNATURE OF RESPONSIBLE PARTY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Rental Information**

Rental Number	
Alcohol Permit Number	
Certificate of Insurance	

**Rental Extras**

Athletic Field Lights	
Athletic Field Prep & Bases	
Fountain Operation	
Park Labor	

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Community Services Staff

For Office Use

Date Received

Rental Fees

Amount Received

Check No./Cash/Credit Card

White – Office Binder

Canary – Field Supervisor Binder

Pink – Parks Operation Supervisor

Gold - Customer

# General Park Rules

1. General park hours are from 6:00 a.m. to 11:00 p.m.
2. No alcoholic beverages without a permit.
3. No pets without a leash; owners must clean up after pets.
4. No vehicles or golfing on turf areas.
5. No open fires or overnight camping.
6. Do not destroy plants, grass, trees or equipment.
7. Vehicles left in the park after 11:00 p.m. will be towed.
8. No glass containers.
9. No firearms or weapons.
10. No unauthorized vendors.
11. Specific facilities may be reserved by obtaining a permit from the Community Services Department.
12. Violators of the law and park rules will be prosecuted.
13. No swimming, fishing, or boating in Fountain Park Lake.

*All park patrons will abide by any additional park rules specific to each park not listed above.*